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19 July 1956

MEMORANDUM FOR: Senior Staff and Division Training Officers, DD/P

SUBJECT: Announcement of a New Course, "Information Reporting, Reports, and Requirements"

1. A new course, "Information Reporting, Reports, and Requirements," will be given by the Operations School, Office of Training, during the three-week period 13-31 August. Enrollment is limited to eight persons to permit tutorial laboratory instruction in processing reports.

2. The course, for both operations and reports officers in the field and at headquarters, falls into three general subdivisions, with live problems in each:

a. Reporting. Reporting includes consideration of the qualifications of the reporter, the reporter's job, the application of tradecraft to reporting, collecting information, and the content and the organization of the agent type of report. The laboratory work consists of reporting from direct observation.

b. Editing. Reports training is largely editorial and involves determining to what degree requirements have been met in the report, what editing will make information most readily usable by customers, who the customers are, how the report can be most quickly disseminated to them, and of what value it is to them.

c. Requirements. Requirements as they affect both field officers and headquarters officers are thoroughly discussed. The laboratory practice consists of developing requirements for the area in which the individual student is to work.

3. The course aims at enabling the operations officer (a) to do his own reporting, (b) to develop agents as reporters and to direct their reporting activities, (c) to prepare information reports for dissemination, and (d) to tailor requirements into definite assignments for agent reporters. It aims at giving reports officers (a) experience of the general intelligence function and (b) practice in editing information reports.

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4. Lectures introduce general principles. Laboratory practice, however, is of the workshop, on-the-job type. Each student processes his own area reports under the individual supervision of an instructor, and criticism is current with production.

25X1 5. Requests for training must be received by the Registrar, OTR, Room 17, [REDACTED], no later than 1700 hours on the Monday preceding the opening day of the course, 6 August. Students enrolled should report to Room 109, [REDACTED] at 0830 hours on Monday, 13 August.

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MATTHEW BAIRD  
Director of Training

Attachment